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April 5, 2007

TO: Supervisor Zev Yaroslavsky, Chairman  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

FROM: J. Tyler McCauley *tm*  
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – SAN GABRIEL  
CHILDREN'S CENTER GROUP HOMES, INCORPORATED -  
CYPRESS, HOMEREST, NEARFIELD, NORGATE, PUENTE AND  
RAMBLING ROAD GROUP HOMES**

We have completed a review of Cypress, Homerest, Nearfield, Norgate, Puente and Rambling Road Group Homes (Group Home or Agency) operated by San Gabriel Children's Center, Incorporated. Each Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Cypress, Homerest, Nearfield, Norgate, Puente and Rambling Road Group Homes are each six-bed facilities, which provide care for boys ages 12-17 years who exhibit behavioral, social, and emotional difficulties.

At the time of the monitoring visit, Cypress Group Home was providing services for two DCFS children, one Probation child, two privately placed children, and one San Bernardino County child. Homerest Group Home was providing services for three DCFS children, two privately placed children, and one Riverside County child. Nearfield Group Home was providing services for one DCFS child, four privately placed children, and one San Bernardino County child. Norgate Group Home was providing services for four DCFS children, one Probation child, and one privately placed child. Puente Group Home was providing services for two DCFS children, one Probation child, one privately placed child, and one Sacramento County child. Rambling Road Group Home was providing services for four DCFS children, one Probation child, and one Fresno County child.

*"To Enrich Lives Through Effective and Caring Service"*

Cypress, Norgate, Puente, and Rambling Road Group Homes are located in the Fifth District.

Homerest and Nearfield Group Homes are located in the First District.

### **Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the services as outlined in their Program Statement. The Agency needs to address several deficient areas.

All six Group Homes need to maintain comprehensive Needs and Services Plans.

Cypress, Homerest, Nearfield, and Norgate Group Homes need to provide children with the required minimum weekly allowance.

Cypress Group Home needs to repair the bathtub in bathroom one, clean the shower in bathroom two, and clean or replace the carpet in bedrooms one and three.

Homerest Group Home needs to repair or replace the light fixture in bedroom three.

Nearfield Group Home needs to repair or replace the toilet and tiles in bathroom one, clean or re-paint the walls, and clean or replace the carpet throughout the children's bedrooms.

Norgate Group Home needs to clean the cabinet, pantry doors, walls, and counter tops in the kitchen, repair the knobs and burners on the kitchen stove, and clean or replace the carpet throughout the children's bedrooms.

Puente Group Home needs to clean or replace the carpet and paint the ceilings throughout the Group Home.

Rambling Road Group home needs to clean or replace the carpet in the living room.

Attached is a detailed report of the review.

**Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MMO:MP:CC:ec

**Attachments**

c: David E. Janssen, Chief Administrative Officer  
Patricia S. Ploehn, Director, DCFS  
Robert B. Taylor, Executive Director, Probation  
Porfirio Rincon, Executive Director, San Gabriel Children's Center  
Public Information Office  
Audit Committee

**San Gabriel Children's Center Group Home  
Cypress Group Home  
21117 Cypress Avenue  
Covina, California 91724  
Phone: 626-967-7783  
License Number: 197804971  
Rate Classification Level: 14**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Cypress Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Generally, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, in bathroom one, the bathtub finish is worn. In bathroom two, the shower tile and grout are dirty.

Overall, children's bedrooms are well maintained. The rooms are orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, in bedrooms one and three, the carpet is dirty and stained.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

- 1. San Gabriel Children's Center Group Home management:**
  - a. Repair the bathtub in bathroom one.**
  - b. Clean the shower in bathroom two.**
  - c. Clean or replace the carpet in bedrooms one and three.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include short and long term goals. However, the NSPs are not comprehensive, and the goals are not measurable or attainable.

Case files reflect adequate documentation to show that children are receiving treatment services.

#### **Recommendation**

- 2. San Gabriel Children's Center Group Home management maintain comprehensive Needs and Services Plans that include measurable and attainable goals.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

#### **Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities****Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication****Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights****Method of assessment – Interviews with children****Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance****Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 3. San Gabriel Children's Center Group Home management provide children with the required minimum weekly allowance.**

**San Gabriel Children's Center Group Home  
Homerest Group Home  
5329 N. Homerest  
Azusa, California 91702  
Phone: 626-812-7714  
License Number: 197804961  
Rate Classification Level: 14**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Homerest Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture and storage space. Window coverings and window screens are in good repair. However, the light fixture is broken in bedroom three. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendation**

- 1. San Gabriel Group Home management repair or replace the light fixture in bedroom three.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**



**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include short and long term goals. However, the NSPs are not comprehensive, and the goals are not measurable or attainable.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendation**

- 2. San Gabriel Children's Center Group Home management maintain comprehensive Needs and Services Plans that include measurable and attainable goals.**

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

### **Recommendation**

- 3. San Gabriel Children's Center Group Home management provide children with the required minimum weekly allowance.**

**San Gabriel Children's Center Group Home  
Nearfield Group Home  
952 East Nearfield  
Azusa, California 91702  
Phone: 626-967-7784  
License Number: 197804972  
Rate Classification Level: 14**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Nearfield Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, in bathroom one the toilet leaks and the tiles are broken.

Generally, children's bedrooms are well maintained. The rooms are orderly and have age-appropriate personalized decorations. However, throughout the children's bedrooms the walls and carpet are dirty. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

- 1. San Gabriel Children's Center Group Home management:**
  - a. Repair or replace the toilet and tiles in bathroom one.**
  - b. Clean or re-paint the walls throughout the children's bedrooms.**
  - c. Clean or replace the carpet throughout the children's bedrooms.**

## **II. Program Services**

**Method of assessment – Review of relevant documents and interview**

**Sample size: One**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include short and long term goals. However, the NSPs are not comprehensive, and the goals are not measurable and attainable.

Case files reflect adequate documentation to show that the child is receiving treatment services.

**Recommendation**

- 2. San Gabriel Children's Center Group Home management maintain comprehensive Needs and Services Plans that include measurable and attainable goals.**

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interview**

**Sample size: One**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interview**

**Sample size: One**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment – Interview with child**

**Sample size: One**

**Comments:**

Children are informed about the Group Home's policies and procedures. The child reports that he feels safe in the Group Home and is provided with appropriate staff supervision. The child expresses satisfaction with the quality of his interactions with staff and report that staff treats him with respect and dignity.

The child reports that he is assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

The child reports that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

The child reports satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance****Method of assessment – Review of relevant documents and interview**

**Sample size: One**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 3. San Gabriel Children's Center Group Home management provide children with the required minimum weekly allowance.**

**San Gabriel Children's Group Home  
Norgate Group Home  
126 West Norgate Street  
Glendora, California 91740  
Phone: 626-9141010  
License Number: 197802791  
Rate Classification Level: 14**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Norgate Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the cabinet doors, walls, pantry doors, and counter tops in the kitchen are dirty and stained. The knobs on the stove are broken, and the right front and rear burners do not work.

Generally, the children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. However, throughout the children's bedrooms the carpet is dirty and stained. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. San Gabriel Children's Center Group Home management:**

- a. Clean the cabinet, pantry doors, walls, and counter tops in the kitchen.**
- b. Replace and repair the knobs and burners on the kitchen stove.**
- c. Clean the carpet in the children's bedrooms.**

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## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include short and long term goals. However, the NSPs are not comprehensive, and the goals are not measurable or attainable.

Case files reflect adequate documentation to show that children are receiving treatment services.

#### **Recommendation**

- 2. San Gabriel Children's Center Group Home management maintain comprehensive Needs and Services Plans that include measurable and attainable goals.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

#### **Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities****Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication****Method of assessment – Review of relevant documents****Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights****Method of assessment – Interviews with children****Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance****Method of assessment – Review of relevant documents and interviews****Sample size: Two****Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendations**

**There are no recommendations for this section.**

**San Gabriel Children's Group Home  
Puente Group Home  
19605 East Puente Avenue  
Covina, California 91724  
Phone: 626-967-3194  
License Number: 197801309  
Rate Classification Level: 14**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Puente Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, throughout the Group Home the carpet is dirty and stained, and the paint on the ceilings is peeling.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. San Gabriel Children's Center Group Home management:**

- a. Clean or replace the carpet throughout the Group Home.**
- b. Paint the ceilings throughout the Group Home.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include short and long term goals. However, the NSPs are not comprehensive, and the goals are not measurable or attainable.

Case files reflect adequate documentation to show that children are receiving treatment services.

#### **Recommendation**

- 2. San Gabriel Children's Center Group Home management maintain comprehensive Needs and Services Plans that include measurable and attainable goals.**

## **III. Educational and Emancipation Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

#### **Recommendations**

**There are no recommendations for this section.**

#### **IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

#### **V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

#### **VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

**Recommendations**

**There are no recommendations for this section.**

**VII. Clothing and Allowance****Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

**Recommendation**

- 3. San Gabriel Children's Center Group Home management provide children with the required minimum weekly allowance.**

**San Gabriel Group Home  
Rambling Road Group Home  
19832 Rambling Road  
Covina, California 91724  
Phone: 626-331-5090  
License Number: 197802232  
Rate Classification Level: 14**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

Rambling Road Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the carpet in the living room is dirty and stained.

Children's bedrooms are well maintained. The rooms are clean and orderly and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendation**

- 1. San Gabriel Group Home management clean or replace the carpet in the living room.**

**II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**



**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current and include short and long term goals. However, the NSPs are not comprehensive, and the goals are not measurable or attainable.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendation**

- 2. San Gabriel Children's Center Group Home management maintain comprehensive Needs and Services Plans that include measurable and attainable goals.**

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities and leisure time. Children are provided with opportunities to participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment – Interviews with children**

**Sample size: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum weekly allowance. Children spend their allowances as they choose.

The Group Home provides children with adequate personal care items. Children are also encouraged and assisted in creating and maintaining photo albums/life books.

### **Recommendations**

**There are no recommendations for this section.**



## San Gabriel Children's Center, Inc.

May 15, 2006

Candace Rhue, Group Home Audit Supervisor  
Department of Auditor-Controller, Kenneth Hahn Hall of Administration  
500 W. Temple St. Room 515-A  
Los Angeles, CA 90012

Re: Corrective Action Plan for Audit Report

Dear Ms. Rhue,

San Gabriel Children's Center has been providing services to children and their families for over fourteen years. The agency has always strived to provide quality of care to our residents by following all regulations, policies and guidelines from our contracting agencies.

San Gabriel Children's Center had made all the appropriate changes and we have implemented new procedures to address all the deficiencies found.

The following is the agency's plan to ensure that these deficiencies will not arise in the future. Our Residential Site Administrators will be responsible for monitoring to ensure that the implementations are effective.

### Cypress Group Home Findings:

1. San Gabriel Children's Center group home management:
  - a. Re-glaze the bathtub in bathroom one  
**CAP:** Bathtub has been re-glazed. Facilities manager was responsible for implementing the corrective action.
  - b. Clean the shower tile and grout in bathroom two.  
**CAP:** Shower tile and grout in bathroom two have been cleaned. House Manager was responsible for ensuring that the bathroom was thoroughly cleaned.
  - c. Clean or replace the carpeting in bedrooms one and three.  
**CAP:** Carpets have been cleaned by Stanley Steamer. Facilities manager was responsible for this corrective action.
2. San Gabriel Children's Center Group Home Management to maintain comprehensive Needs and Service Plans that are measurable and attainable.

San Gabriel Children's Center  
4740 N. Grand Avenue  
Covina, California 91724  
(626) 859-2089 • FAX (626) 859-6537

**CAP:** The policy and procedure for Needs and Service Plans has been revised. Clinicians have corrected the short term and long term goals to ensure they are measurable and attainable.

3. San Gabriel Children's Center Group Home management to provide children with the required minimum weekly allowance.

**CAP:** Children have been provided with the correct minimum weekly allowance based on their age. \$3.00 (5-8yrs); \$5.00 (9-13yrs); \$7.00 (14-17yrs).

Homerest Group Home Findings:

1. San Gabriel Children's Center Group Home management repair or replace the light fixture and provide sufficient lighting.

**CAP:** Light bulb was replaced with one have a higher wattage to provide sufficient lighting. Window coverings were opened during the day to provide more lighting as well.

2. San Gabriel Children's Center Group Home management to maintain comprehensive Needs and Service Plans that are measurable and attainable.

**CAP:** The policy and procedure for Needs and Service Plans has been revised. All clinicians have corrected the short term and long term goals to ensure that they are measurable and attainable.

3. San Gabriel Children's Center Group Home management provide children with the required minimum weekly allowance.

**CAP:** Children have been provided with the correct minimum weekly allowance based on their age. \$3.00 (5-8yrs); \$5.00 (9-13yrs); \$7.00 (14-17yrs).

Nearfield Group Home Findings:

1. San Gabriel Children's Center Group Home management:

a. Repair or replace the broken toilet and damaged tiles in bathroom one.

**CAP:** Toilet and damaged tiles have been replaced in bathroom one. Facilities manager was responsible for replacement.

b. Clean or re-paint the walls in bedrooms.

**CAP:** Walls have been cleaned in all bedrooms. House Manager was responsible for implementation of corrective action plan.

c. Clean or replace the carpeting in the bedrooms.

**CAP:** All carpet has been cleaned by Stanley Steamer. Facilities manager was responsible for this corrective action plan.

2. San Gabriel Children's Center Group Home management to maintain comprehensive Needs and Service Plans that are measurable and attainable.

**CAP:** The policy and procedure for Needs and Service Plans has been revised. All clinicians have corrected the short term and long term goals to ensure that they are measurable and attainable.

- a. San Gabriel Children's Center Group Home management provide children with the required minimum weekly allowance.

**CAP:** Children have been provided with the correct minimum weekly allowance based on their age. \$3.00 (5-8yrs); \$5.00 (9-13yrs); \$7.00 (14-17yrs).

Transitional Living Home-3/ Norgate Group Home Findings:

1. San Gabriel Children's Center Group Home management:

- a. Clean the cabinet, pantry doors, walls and counter tops in the kitchen.

**CAP:** The cabinet, pantry doors, walls and counter tops in the kitchen have been thoroughly cleaned. House Manager was responsible for implementation of the corrective action plan.

- b. Repair or replace the knobs and burners on the kitchen stove.

**CAP:** The knobs and burners were replaced on the kitchen stove. House Manager and the Facilities Manager were responsible for implementation.

- c. Clean the carpeting in the bedrooms.

**CAP:** Carpet will be replaced in all bedrooms. The agency is currently obtaining bids to replace the carpet. Implementation date of replacement is July 1, 2006.

2. San Gabriel Children's Center Group Home management to maintain comprehensive Needs and Service Plans that are measurable and attainable.

**CAP:** The policy and procedure for Needs and Service Plans has been revised. All clinicians have corrected the short term and long term goals to ensure that they are measurable and attainable.

Transitional Living Home- 2/ Rambling Group Home Findings:

1. San Gabriel Children's Center Group Home management clean or replace the carpet in the living room.

**CAP:** All carpet has been cleaned by Stanley Steamer. Facilities manager was responsible for this corrective action plan.

2. San Gabriel Children's Center Group Home management to maintain comprehensive Needs and Service Plans that are measurable and attainable.

**CAP:** The policy and procedure for Needs and Service Plans has been revised. All clinicians have corrected the short term and long term goals to ensure that they are measurable and attainable.

Transitional Living Home- 1/Puente Group Home Findings:

1. San Gabriel Children's Center Group Home management:

- a. Clean or replace the carpeting throughout the home.

**CAP:** Carpet will be replaced throughout the home. The agency is currently obtaining bids to replace the carpet. Implementation date of replacement is July 1, 2006.

- b. Paint the ceilings throughout the group home.

**CAP:** Ceilings have been cleaned and re-painted throughout the house.

2. San Gabriel Children's Center Group Home management to maintain comprehensive Needs and Service Plans that are measurable and attainable.

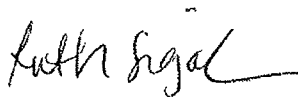
**CAP:** The policy and procedure for Needs and Service Plans has been revised. All clinicians have corrected the short term and long term goals to ensure that they are measurable and attainable.

- a. San Gabriel Children's Center Group Home management provide children with the required minimum weekly allowance.

**CAP:** Children have been provided with the correct minimum weekly allowance based on their age. \$3.00 (5-8yrs); \$5.00 (9-13yrs); \$7.00 (14-17yrs).

San Gabriel Children's Center values the Auditor-Controller's recommendations as we are committed to providing the highest quality of care to the children and families that we serve.

Sincerely,



Ruth Sigala, MA  
Director of Residential Services

Cc: Porfirio "Pete" Rincon, CEO/President  
Susan Pennington, Site Administrator